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Loudoun County Fire and Rescue System Guideline

Subject: Volunteer Fire and Rescue Retirement Points	Effective: 6 November 2001 Revised: 31 August 2004
Chapter: Administration	FRG: 3.4.4
Approved: _____, Fire and Rescue Commission _____ , Dept. of Fire and Rescue Services _____ , Operational Medical Director	

Purpose: To establish the responsibilities for volunteer fire and rescue companies participating in County benefit programs using retirement points as the basis for benefit determination.

Guideline:

1. The President of each volunteer fire and/or rescue company is responsible for the administration and timely submission of all information required to determine qualification for County programs using volunteer retirement points as the basis for benefit determination.

2. Eligibility for volunteer retirement points shall be based on the criteria contained in Attachment 1 to this guideline.

3. Each company shall submit volunteer retirement point records for each member during November on a schedule determined by the Fire and Rescue Commission. The submission shall include a request for personal property tax reduction for all volunteers residing in the County.

4. The records shall be reviewed by the Fire and Rescue Commission during November. Following the review, each company will be provided with a written list of discrepancies. Each company is obligated to notify each member having discrepancies in their submission. Additionally, each company shall notify any

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member who has failed submit records to the Commission. Each company shall continue to accept member submissions through the second Friday in December.

5. All companies shall provide their final submissions to the Fire and Rescue Commission no later than the third Monday in December. Submissions received after the third Monday in December shall be considered late and County benefits may be lost.

6. A volunteer who believes that their submission was completed correctly and was denied benefits may appeal the denial to the Fire and Rescue Commission. All appeals must be in writing and state the circumstances of the denial. The Fire and Rescue Commission will investigate the submission and determine the cause of the denial. If the requestor is found to be responsible for the denial, the denial shall stand. The Commission shall correct errors made by the County or the Commission. Volunteer companies shall correct any errors made by the company. The Commission may adjust County contributions in order to correct errors made by volunteer companies if required. The determination of the Commission shall be final.

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Attachment 1: Length of Service Retirement Plan Point System

The following point system shall be used in determining point credits and resulting Years of Fire/Rescue Service under the Loudoun County Length of Service Retirement Plan.

In order to earn a Year of Fire Rescue Service, each volunteer must earn a total of 80 or more points in three or more categories during the Plan Year. The maximum number of points listed for each category is the maximum number of points that may be credited toward the 80-point requirement. All points earned above those maximums are "banked," provided that the Year of Fire/Rescue Service was earned for that Plan Year. After a Participant is vested, each 500-banked points is converted to an additional Year of Fire/Rescue Service.

The Fire and Rescue Commission may issue procedural guidance or clarifications regarding application of these standards.

A. Minimum Requirements Maximum 10 pts.

1 point for each month that the volunteer is a member of the volunteer company.

B. Running Calls and Assigned Duty Maximum 40 pts.

1 point for each call, and
1 point for every 3 hours assigned duty

C. Meeting Attendance Maximum 24 pts.

1 point for each meeting attended

D. Administrative Functions Maximum 40 pts.

20 points for elected or appointed office or committee chairperson.
20 points for elected official (or alternate) to the Commission, Fire Council or EMS Council.
1 point for each meeting as an official delegate to the Commission, Fire Council, EMS Council, or any individual company committee meeting.

E. Training and Drills Maximum 40 pts.

2 points for every 3 hours of interagency, County or State training.

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- 1 point for every 2 hours of in-house training.
- 5 points for certified instructor in Fire, Rescue, EMS training fields.
- 4 points for every 3 hours of training taught as an instructor.

F. Assigned Non-Emergency Activities

Maximum 40 pts.

- 1 point for every 3 hours of Fundraising activity.
- 1 point for every 3 hours of Demonstration or Public Service.
- 1 point for every 3 hours of Non-Emergency Activities.

Interpretations of Length of Service Retirement Points

A. Minimum Requirements

Maximum 10 pts.

1 point for each month that the volunteer member meets all requirements stated in the individual volunteer fire company's or rescue squad's Constitution and Bylaws.

This is probably the easiest category in which to obtain points and the most important. You can receive a total of 12 points per year (one for each month) but only 10 can be counted toward your annual service credit. Unless you are in violation of your Company's Bylaws, you will be awarded one point per month.

B. Running Calls and Assigned Duty

Maximum 40 pts.

1 point for each call **and 1 point** for every 3 hours assigned duty

1. Volunteers receive one point for every call in which they participate directly, either by providing emergency services or by responding to the scene as a dispatched unit (including ALS providers). Volunteers receive one point for the call if they are responding to and/or arrive on the scene of a call in accordance with company's Standard Operating Procedures (SOP's). If the company has an SOP that allows volunteers to respond in their own vehicles (POV) to the scene or an SOP that requires certain equipment to respond that is not dispatched (e.g., support vehicle accompanies an ambulance in a snowstorm), those volunteers receive a point for the call.
2. Volunteers on assigned duty receive one point for every three hours of duty crew time. A volunteer on assigned duty is committed to being available to run calls for a specific amount of time and from a specific

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location (usually the station). The participation of that volunteer in that duty crew shift must be verifiable by the company President and the Fire and Rescue Commission.

3. Any member of a duty crew shift that participates in a call as described in Paragraph B.1 above receives one point for the call as well as points for assigned duty as described in Paragraph B.2. Volunteers who remain at the station in preparation for a future call do not receive a point for the call.
4. Administrative members receive one point for every three hours of assigned administrative duty (e.g., answering phones at station). In addition, administrative members receive points for emergency calls at which they provide support services (e.g., canteen at fire scene).
5. *EXAMPLE: If a volunteer participates on a call during assigned duty, the volunteer receives 1 point for the call, and 1 point for 3 hours assigned duty. Therefore, if the volunteer participates in three calls within a period of 12 hours assigned duty, the volunteer will receive:*

3 points (1 for each call)

4 points (12 hours duty) 3 + 4 = 7 points.

C. Meeting Attendance Maximum 24 pts.

1 point for each meeting

This category is for attendance in company membership business meetings. The intent of this point category is to insure that members are staying actively involved in Company business. Company meetings covered by this category are: (1) general membership business meeting; (2) any special meeting called under the Company's Constitution and By-Laws; and (3) any Company Executive and/or Board meetings. Points awarded for meetings other than those described in this paragraph are covered under Section D, below.

D. Administrative Functions Maximum 40 pts.

1. **20 points** per year for elected or appointed office or committee chairperson.

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Elected and/or appointed Company officers, Administrative or Operational, fall into this category. Standing Committee or ad hoc Committee Chairperson is also included under this category. If a person so elected or appointed fulfills less than a full year in the position, then he/she shall receive 3 points for each month in the position, up to a maximum of 20 points.

2. **20 points** for elected and appointed members of the Commission, Fire Council or EMS Council.

Commission: Commissioner

EMS Council: two Delegates; two alternates

Fire Council: two Delegates; two alternates

Chairpersons: any committees of the Commission and Councils

If a person elected or appointed to any of the above position fulfills less than a full year in the position, then he/she shall receive 3 points for each month in the position, up to a maximum of 20 points.

3. **1 point** for each meeting as an official delegate to the Commission, Fire Council, EMS Council, or any individual company committee meeting.

In addition to the points awarded under paragraphs D.1. and D.2. above, elected and appointed officials receive one point for each meeting that they attend. In addition to the official delegates to these organizations, a volunteer who is requested to attend a meeting of the Commission, Fire Council, EMS Council, their Committees, or company committee meeting(s), to present and/or discuss an issue relating to Fire-Rescue Services is entitled to receive 1 point for each meeting. The key word for this category is "requested". The volunteer may be "requested" by the organization having the meeting, or his/her Company wishing his/her attendance at the meeting.

E. Training and Drills

Maximum 40 pts.

1. **2 points** for every 3 hours of interagency, County or State training.

Interagency training and drills must be organized and a roster kept verifying attendance, along with a description of training/drill. The volunteer's Chief or President is responsible for approval of documented training and/or drills.

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County and State training/drills must be organized and roster kept verifying attendance, description of training/drill. The volunteer's Chief is responsible for approval of documented County or State training and/or drills.

2. **1 point** for every 2 hours of in-house training.

In-house training must be an organized activity and must be verifiable by the Chief or President and the Fire-Rescue Commission.

3. **5 points per year** for certified instructor in Fire, Rescue, EMS training fields.

Instructors recognized for this category must be volunteers (not reimbursed for teaching) and must teach at least one class per year in each discipline for which they receive the points. They may be State certified or hold other valid certification (American Heart Association, VAVRS, etc.), but all must be locally authorized by the Operational Medical Director (OMD) or other County official on behalf of the Fire-Rescue Commission. This 5-point award is made only once per year for each certification/authorization; it is points for the position, not for hours teaching.

4. **4 points** for every 3 hours of training taught as an instructor.

If recognized under the provisions of paragraph E3, instructors may receive points in this category. Non-certified (not authorized by State or local officials) instructors will fall under the in-house training category described in paragraph E.2. above, which provides one point for every two hours.

F. Assigned Non-Emergency Activities

Maximum 40 pts.

- 1 point** for every 3 hours of non-emergency activity.

This category is the "catch-all" category that encompasses the many activities vital to the survival of a volunteer company. Any type of non-emergency activity conducted for the benefit of the Fire-Rescue System can be placed under this heading, included but not limited to:

- Public Education, including Open Houses, Fire Prevention/EMS Week activities, etc.

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- Fundraising, including Stand-bys, Fund Drives, Bingo, Dinners, Rummage Sales, etc.
- Station and Equipment Maintenance, including clean-ups, washing vehicles, etc.
- Administrative Activities, including bookkeeping, data entry, applying for grants, etc.
- Project Development, including planning new facilities or designing specifications for new vehicles.